

MGM/dom

Approved For Release 2001/11/19 : CIA-RDP79-01147A000200040023-8

Washington, D.C. Bureau Number 8866

Clerk

CAF 420 3 1-7-47

/s/ JMcG 1/13/47

War - Hq. AAF

Carroll T. Fleet V CAF-3

AC/AS-2

Plans and Policy Branch

Executive Division

Joint Intelligence Study Publishing Board

Classification Analyst

Chief, Hq. Classification Section

SUPERVISION RECEIVED:

Under general supervision of the Assistant Chief, Graphic and Reproduction Section, SP-7 (State Department) incumbent is in complete charge of the file and records, and exercises initiative and independent judgment in the performance of duties.

DUTIES AND RESPONSIBILITIES:

Incumbent is responsible for the establishment and maintenance of a filing and record system on an adequate and efficient basis so that all available information concerning studies of the J A N I S may be located immediately. Files and logs various types of material including aerial photography, maps, charts, color proofs and line cut originals.

Is responsible for receiving and assigning key numbers to all incoming graphic material received from the Office of Naval Intelligence, Military Intelligence Division, State Department, Army Map Service, etc., logging, sorting according to J A N I S chapters, assigns specific key numbers and submits to the chapter editor or files material for future reference.

Receives, assigns key numbers, and logs reproduction copies and prepares for shipment to printing agency, logging out all reproduction material (illustrations and text) to the printer and prepares necessary receipt. Upon return of material blue prints are assigned key numbers corresponding with originals and caption lists and receipts are checked and returned to the printer. Blue prints are then logged out with the editorial and proofing reproduction order and new receipts prepared.

Responsible for the preparation, logging out, and shipment of the originals of all color inserts which requires separate reproduction in the various reproduction departments of other governmental agencies, i.e. Army Navy Service, State Department, etc.

Responsible for logging out all graphic material to the Board of Geographical names, and maintains follow-up status of work, and upon completion, informs editors that material is ready for ordering.

JCS Declassification/Release Instructions on File

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Fleet

Responsible for the return of all originals to the contributors. Maintains records of originals to be returned, filing, obtaining necessary receipts and preparing for courier service.

Conducts research in the files for the purpose of obtaining information and data for use by the Chapter Editors in carrying out their work.

Incumbent must be familiar with all types of graphic and text material, this consists of aerial photography, aerial mosaics, acetate overlays, film positives, blue line chips boards, half tones, line cuts, original copy, unjustified proof, justified proof, final copy, blue prints, etc. and be able to recognize each.

Performs apprentice work in the Cartographic Unit, assisting in the layout and drafting of tables and charts, requiring the use of simple drafting instrument.

Assists the chief, Production Unit in proof-reading simple manuscripts when work load demands.

SUPERVISION EXERCISED:

None.